



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATISTICIAN II	31	E	7.745
STATISTICIAN I	28	E	7.747

SERIES CONCEPTS

Under general supervision, gathers statistical and informational data and performs simple analysis and computations. Compiles reports and prepares charts, graphs, maps and diagrams to display the data and analysis.

Gathers statistical data by assisting in preparing, distributing and reviewing forms and questionnaires and/or contacting sources to obtain necessary information.

Compiles, edits, computes and performs simple analysis of collected data such as verifying its consistency with previously submitted information, or if it falls within established parameters.

Completes surveys from outside agencies.

Creates summary tables, charts and graphs and simple narrative text of compiled data for incorporation into reports or publications prepared by professional staff.

Maintains data base of statistical data by inputting information gathered. Generates ad hoc reports of statistical data for use by professional and/or management staff.

Performs related work as required.

CLASS CONCEPTS

STATISTICIAN II

Under general direction, performs the range of duties described in the series concept.

This is the journey level of the series.

CLASS CONCEPTS (cont.)

STATISTICIAN I

Under direction, performs some or all of the duties described in the series concept. Positions allocated to this level receive closer supervision and have extremely limited latitude for independent decision making when compared to positions allocated to Statistician II.

This is the entry level class in the series, and progression to Statistician II is not automatic.

MINIMUM QUALIFICATIONS

STATISTICIAN II:

EDUCATION AND EXPERIENCE:

I

Graduation from high school and three years of previous experience assisting in the preparation, collection and analysis of data collection forms, compiling data and preparing visual displays; OR

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of the assigned program or functional area, and Federal and State rules and regulations governing its operation.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of statistical methods and techniques. Knowledge of data collection methods. Knowledge of graphic, pictorial and tabular presentations.

Skill in operating a personal computer. Skill in basic mathematical computation. Skill in written English sufficient to compose routine business correspondence and to complete surveys.

MINIMUM QUALIFICATIONS (cont.)

STATISTICIAN I:

EDUCATION AND EXPERIENCE:

I

Graduation from high school and one year of experience assisting in the preparation, collection and analysis of data collection forms, compiling data and preparing visual displays; OR

II

An equivalent combination of education and experience.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of the assigned program or functional area, and Federal and State rules and regulations governing its operation.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of statistical methods and techniques. Knowledge of data collection methods. Knowledge of graphic, pictorial and tabular presentations.

Skill in operating a personal computer. Skill in basic mathematical computation. Skill in written English sufficient to compose routine business correspondence and to complete surveys.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

<u>7.745</u>	<u>7.747</u>
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ESTABLISHED:	1/1/61	7/1/93P 3/9/93PC
REVISED:	7/16/66	
REVISED:	8/31/73	
REVISED:	7/1/93P	
	3/9/93PC	